



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FINANCE OFFICER, HHSA

Class No. 002535

■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, direct, and administer the overall activities and operations of the Fiscal Services Section of the Financial and Support Division of the Health & Human Services Agency (HHSA); and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a classified management class allocated only to the Fiscal Services Section of the Financial Services and Support Division of the HHSA. This class is distinguished from other Accountant and management classes in that it is the highest level accounting manager in the classified service allocated to the Agency, reporting directly to unclassified management. The incumbent is responsible for planning, directing, and coordinating the Agency's general accounting programs, financial reporting programs, and fiscal operations, such as accounts receivable, accounts payable, internal audits, revenue claims, disbursements, and ERP implementation.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes, directs, and evaluates all general non-budgetary accounting activities and transactions that take place in the Health and Human Services Agency including billing/claims reimbursement, claims for food stamp issuance, substitute payee funds, child support, and welfare collections.
2. Ensures that all HHSA fiscal matters are conducted in accordance with accounting standards, County policies and procedures, and laws, codes, rules, and regulations of federal and state agencies.
3. Develops goals, objectives, and strategic plans for the Fiscal Services Section; develops, maintains, and implements new and revised policy and procedures pertaining to the general accounting and financial reporting programs for HHSA; conducts evaluations of work completed and performance indicators to determine if goals, objectives, and plans are being met.
4. Directs financial staff to review and monitor the year-end fund balances for the Agency and provides status reports and recommendations to the Finance Director, HHSA.
5. Coordinates the maintenance of automated accounting systems for HHSA by implementing new systems and ensuring that automated systems meet accounting standards.
6. Directs professional accounting staff to conduct internal audits of HHSA records and procedures.
7. Directs professional accounting staff to prepare a large number and variety of financial reports and other complex financial statements including annual financial reports, special financial statements, and estimates of future expenditures and revenues; reviews and approves completed reports and statements.
8. Provides full supervision over line accounting managers assigned to the Fiscal Services Section.
9. Prepares and reviews correspondence of a technical nature for executive managers.
10. Serves as the Enterprise Resource Planning (ERP) Coordinator for HHSA and ensures that ERP modules are successfully implemented within HHSA.

11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS, AND ABILITIES

##### Knowledge of:

- Principles and practices of effective leadership, management and administration pertaining to the planning, directing, and monitoring of the non-budgetary accounting and financial activities of HHSA.
- Supervision and training principles, practices, methods, and techniques.
- Cost accounting procedures and systems.
- Governmental accounting.
- Accounting and auditing principles, theories, and procedures applicable to the control of various accounting systems.
- Fiscal and budgetary principles and procedures.
- Federal, State, and local financial reporting requirements relevant to social service programs such as CALWORKS, Medi-Cal, and Food Stamps, and requirements relevant to health services, mental health, and alcohol and drug programs.
- Laws and rules regulating and influencing fiscal operations of HHSA.
- ERP modules and their relevance to HHSA.
- The General Management System in principle and in practice.
- County government organization, structure, and functions.
- Functionality connections and integration touch points within and between fiscal and ERP systems.
- Basic computer functions and specific software programs, such as financial and accounting programs, spreadsheets, electronic mail, and word processing.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Provide effective leadership, direction, and management over a section consisting of several supervisors, accounting professionals, and support staff.
- Work independently under little or no supervision while completing a large volume of work and managing competing priorities and strict timelines in order to accomplish the goals and objectives of the Fiscal Services Section.
- Demonstrate integrity when applying accounting and management principles and practices, dealing with large amounts of money and funding, ensuring the validity and acceptance of accounting and fiscal data, and resolving discrepancies in the accounting of money or funds.
- Identify and define actual and potential problems or concerns pertaining to the accuracy and integrity of accounting and fiscal data, use sound and logical judgment, and make effective decisions to develop resolutions.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Learn and apply new computer applications in a timely manner.
- Read, understand, and interpret complex technical accounting information and complex Federal and State governmental regulations.
- Analyze accounting and fiscal data to draw logical conclusions and make sound recommendations.
- Pay close attention to detail when completing assignments and reviewing and approving financial reports and complex financial statements.
- Effectively serve as an ERP coordinator for the HHSA and apply ERP application workflow processes, functional possibilities, and other related matters.
- Establish and maintain effective interpersonal relations with those contacted in the course of work.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Communicate effectively verbally in a clear, concise, and understandable manner when communicating with individuals and groups, interpreting accounting data and findings to County employees and representatives of outside agencies, and providing training and guidance to staff.
- Communicate effectively in written form when preparing narratives, reports, training materials, instructions, correspondence, and other documents.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is a bachelor's degree from an accredited college or university with a major in accounting, finance, economics, business administration, or a closely related field which included successful completion of coursework in elementary, intermediate and advanced accounting, cost accounting, governmental accounting, and auditing, AND, five (5) years of progressively responsible management experience in government, public, or private industry accounting. Previous experience must have included the responsibility for planning, organizing, and directing a large, complex fiscal section of an agency or organization.

NOTE: Possession of a current Certified Public Accountant License by the State of California will be considered qualifying in lieu of the education requirement stated above.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

- Constant: sitting.
- Frequent: repetitive use of both hands to grasp objects and to operate computers, printers, copiers, and telephones.
- Occasional: walking; standing; bending and twisting of neck; bending and twisting of waist; using both hands to perform grasping, perform fine manipulation, and push and pull; reaching above and below shoulder level; and lifting and carrying items weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

##### Working Conditions

The primary work place is an office environment. Work involves frequent exposure to computer screens. Work involves travel to locations within and outside of the County.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probation Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**Retitled: March 26, 1999**  
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